

Instructions for Completing the Optional Services Request Form

Use the Optional Services Request Form to request ATPCO to create new industry sub codes and attribute codes for use in the Optional Services system. Industry sub codes can be defined and requested by customers but are not considered private. They may be used and filed by other carriers filing services in the ATPCO Optional Services application. Concurrence (Record S6) is only valid for industry sub codes.

Note: ATPCO reserves the right to edit all commercial names and attributes. ATPCO may determine that an existing industry sub code or attribute can be used to describe a new service in lieu of creating a new code. Any changes or omissions will be communicated to the requesting customer.

If you are requesting a new Industry Sub Code:

- 1) Click the check box for **Industry Sub Code**.
- 2) Enter a **Commercial Name**. The Commercial Name in the Services Record is a maximum of 30 characters.
- 3) Check the list of existing ATPCO Optional Services attributes to see if **Group, Sub Group, and Description** codes exist that describe your service. If applicable codes exist, enter the codes in the appropriate field. If a new Group, Sub Group, or Description code is necessary, enter the name (definition) of the attribute in the appropriate field. ATPCO will assign the code.
- 4) If an existing attribute code has been selected, click the **Existing** radio button. If a new Group, Sub Group, or Description code is requested, click the **New** radio button.

Request New

1) **Industry Sub-Code**

2) **Commercial Name** (Maximum 30 characters)

3) {

Group	<input type="text" value="ML"/>	<input type="radio"/> New <input checked="" type="radio"/> Existing
Sub-Group	<input type="text" value="BRUNCH"/>	<input checked="" type="radio"/> New <input type="radio"/> Existing
Description One	<input type="text" value="HT"/>	<input type="radio"/> New <input checked="" type="radio"/> Existing
Description Two	<input type="text"/>	<input type="radio"/> New <input type="radio"/> Existing

4) }

If you are requesting new attribute codes:

- 1) Click the check box for **Attributes**.
- 2) Enter the name of the **Group**, **Sub Group**, or **Description** attributes that you wish to describe your service. If requesting a Sub Group that is associated to an existing Group code, enter the code in the **Associated to Group** field.

1) **Attributes**

2) { **Group**

Sub-Group **associated to Group**

Description

After completing either the Industry Sub Code or Attributes section:

- 1) Enter your contact information. Please complete all fields. ATPCO may contact you concerning your request.
- 2) Click **Submit** to send your request to ATPCO.
- 3) If you wish to clear all fields in your order form, click **Reset**. Your order will not be submitted to ATPCO.

1) { **Name**

Title

Organization

Telephone Number

Email Address

2) 3)

For questions or comments on completing this form or any other Optional Services inquiries, please contact svcfes@atpco.net.